

City of Santa Barbara

PROPERTY OWNERS MAILING LABEL INSTRUCTIONS

Some projects in the City require that mailed notices be sent to property owners within a specific noticing distance ten days prior to any required, noticed, public hearing (see the *Noticing Distance Requirements* handout). Property owner mailing labels may be provided by the City for a fee, or you may choose to create them yourself using the instructions outlined below.

Mailing Label Instructions:

- 1. The mailing labels must contain the following information:
 - (a) Assessor's Parcel Number (APN) for each property
 - (b) Property Owner's name(s)
 - (c) Property Owner's mailing address

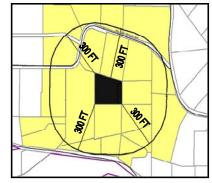
The labels must be <u>TYPED</u> on self-adhesive label sheets in the format shown below. Please provide two (2) sets of labels on label sheets in an 8½" x 11" format, equivalent to Avery labels #5160, size 1" x 2-5/8", 30 labels per sheet.

PROPERTY OWNER EXAMPLE:

- (a) 099-010-010
- (b) JOHN SMITH
- (c) 100 Marina Street Santa Barbara, CA 93101
- 2. The mailing labels must be compiled from the latest County Assessor's tax rolls and updates. The Assessor's Office is located at 105 East Anapamu Street, at (805) 568-2550.
- 3. Include labels for the **owner of the property** involved in the project, and for anyone else (agents, architects or other interested parties) who needs to be notified of the public hearing. Please put an asterisk (*) beside the names of the property owner and agent.
- 4. When preparing labels for condominium complexes, a label must be submitted for <u>each</u> individual unit on the property.
- 5. For projects located adjacent to the Santa Barbara Harbor, please contact the Waterfront Department at (805) 564-5531 to obtain a mailing list for residents ("live-aboards") within the harbor.
- 6. Submit the map, two (2) sets of labels, and the attached *Property Owners Notification Affidavit*, signed by the person(s) who compiled the labels, to certify that the list is complete and accurate. If the submitted map and labels are inaccurate, the item will be continued (i.e. delayed) and renoticed with revised mailing labels.
- 7. City Staff can provide a map indicating the parcels located within the required noticing distance for the project. Or, if preferred, applicants can create a noticing distance map using the City's online map at http://www.santabarbaraca.gov/Government/GIS/.

Online Map Instructions:

- a. After reading the disclaimer and minimum requirements for use, click the "ACCEPT" button to enter the program. The program will appear on a separate window or tab, depending on your computer settings.
- b. To determine the parcels to be noticed, first locate the subject parcel by typing in the address in the search field on the left-hand side. If the address cannot be found, you may also locate the property by selecting the "Zoom In" icon on top of the interactive map and zooming into the map on the screen.
 - i. Select the "Arrow" icon and click on the subject parcel. (If there are multiple subject parcels, Shift + Click to select additional parcels.)
 - ii. Right-click on the selected parcel(s).
 - iii. Select "Buffer..." from the drop down menu and change the "Buffer Offset Distance" to the required noticing distance (example: 300 feet). When done, click the "OK" button to show the selected buffer. All parcels that are wholly or partially inside the buffer must be included in the mailing labels. This example shows all parcels within 300 feet of the subject property.



- iv. If desired, parcel addresses or APNs may be included on the map by selecting the appropriate options in the Layer Control Panel.
- v. Select the "printer" icon and print a copy of the selected parcels. A copy of the map used to create the mailing list must be submitted with the labels.



City of Santa Barbara

PROPERTY OWNERS NOTIFICATION AFFIDAVIT

STATE OF CALIFORNIA)		
COUNTY OF SANTA BARBARA)	ss.	
CITY OF SANTA BARBARA)		
I,(Print Name)		hereby certify that the map a	nd two
(2) sets of attached labels contain the Assess			
owners as they appear on the latest available a		· · · · · · · · · · · · · · · · · · ·	feet
of the property lines of the subject parcel(s) at I have verified, to the subject parcel(s) at			bels are
accurate.			
I CERTIFY UNDER PENALTY OF PERJUCALIFORNIA THAT THE FOREGOING IS			TE OF
SIGNED:	(Sig	gnature)	
NAME:		nt Name)	
ADDRESS:	(111	iii (vaine)	
PHONE		<u></u>	
DATE: H:\Group Folders\PLAN\Handouts\Official Handouts\Zoning\Property Owners Mailing Label Instructions.do			February 2, 2010